

**State of Alaska
FY2003 Governor's Operating Budget**

**Department of Education and Early Development
Administrative Services
Component Budget Summary**

Component: Administrative Services

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Component Mission

To provide centralized management and financial support services.

Component Services Provided

This component provides services to the department in payroll, personnel, training, budget preparation and implementation, federal and state reporting, accounting, procurement and contracting services. The Finance and Accounting Unit processes budget transactions, revised programs, payments, grant awards, RSA's and certification of transactions input at the central or decentralized offices. The Supply and Procurement Unit processes mail, makes deliveries, processes delivery orders, provides bidding and procurement for supplies, professional services contracts and requests for quotations and proposals, reconciles invoices to deliverables prior to payment and is responsible for the department's inventory and lease contact. The Human Resources Unit provides support for all payroll and personnel activities for the department. This unit provides collective bargaining services, ADA guidance, and employee training.

Component Goals and Strategies

1. Provide timely and accurate financial management services
 - * Budget preparation and implementation
 - * Revenue collection
 - * Federal and state reporting
 - * Process and certify payments
 - * Grant awards
 - * Reimbursable services agreements
2. Provide timely and accurate personnel/payroll services
 - * Payroll
 - * Recruitment
 - * Training
3. Provide purchasing and procurement services within state and federal requirements
 - * Purchasing of supplies
 - * Contracting for professional services
 - * Inventory and leasing
 - * Mail services

Key Component Issues for FY2002 – 2003

Continuing to improve service delivery in support of department programs.

Major Component Accomplishments in 2001

- * Maintained timely and accurate financial management services
- * Conducted quarterly division staff/training meetings
- * Provided professional level procurement services
- * Maintained high level of timely and accurate payroll services
- * Provided training opportunities for managers, supervisors and employees
- * Developed performance standards and measures for employees

Statutory and Regulatory Authority

4 AAC 27 AS Title 39
AS Title 14 AS 28.05.104
AS Title 23
AS Title 37

Administrative Services
Component Financial Summary

All dollars in thousands

Non-Formula Program:	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Component Expenditures:			
71000 Personal Services	1,016.4	960.8	983.8
72000 Travel	20.5	5.4	5.4
73000 Contractual	105.6	163.4	273.4
74000 Supplies	35.0	12.0	12.0
75000 Equipment	5.3	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,182.8	1,141.6	1,274.6
Funding Sources:			
1002 Federal Receipts	0.0	0.0	110.0
1004 General Fund Receipts	742.9	686.5	701.5
1007 Inter-Agency Receipts	439.8	455.1	463.1
1053 Investment Loss Trust Fund	0.1	0.0	0.0
Funding Totals	1,182.8	1,141.6	1,274.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<u>Unrestricted Revenues</u>						
Investment Loss Trust Fund	51393	0.1	0.0	0.0	0.0	0.0
Unrestricted Fund	68515	742.9	686.5	686.5	701.5	701.5
Unrestricted Total		743.0	686.5	686.5	701.5	701.5
<u>Restricted Revenues</u>						
Federal Receipts	51010	0.0	0.0	0.0	110.0	110.0
Interagency Receipts	51015	439.8	455.1	455.1	463.1	463.1
Restricted Total		439.8	455.1	455.1	573.1	573.1
Total Estimated Revenues		1,182.8	1,141.6	1,141.6	1,274.6	1,274.6

Administrative Services**Proposed Changes in Levels of Service for FY2003**

Federal funds are available on an ongoing basis to assist clients of vocational rehabilitation services in resolving issues. These services are provided through a contract. When the Division of Vocational Rehabilitation (DVR) was part of the Department of Education, these contractual funds were administered by the Office of the Governor. With the transfer of DVR to the Department of Labor and Workforce Development, it is no longer necessary for the Governor's Office to administer the program.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	686.5	0.0	455.1	1,141.6
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	15.0	0.0	8.0	23.0
-DVR Client Assistance Program	0.0	110.0	0.0	110.0
FY2003 Governor	701.5	110.0	463.1	1,274.6

Administrative Services**Personal Services Information**

	Authorized Positions		Personal Services Costs	
	<u>FY2002</u> <u>Authorized</u>	<u>FY2003</u> <u>Governor</u>		
Full-time	17	17	Annual Salaries	743,458
Part-time	0	0	COLA	20,389
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	256,039
			<i>Less 3.54% Vacancy Factor</i>	(36,086)
			Lump Sum Premium Pay	0
Totals	17	17	Total Personal Services	983,800

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Spvr II	0	0	1	0	1
Accounting Tech I	0	0	3	0	3
Accounting Tech II	0	0	2	0	2
Accounting Tech III	0	0	2	0	2
Administrative Clerk III	0	0	1	0	1
Administrative Svcs Mgr	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resources Mgr II	0	0	1	0	1
Mail Svcs Courier	0	0	1	0	1
Personnel Asst I	0	0	1	0	1
Personnel Asst II	0	0	1	0	1
Personnel Officer I	0	0	1	0	1
Program Budget AnalystII	0	0	1	0	1
Totals	0	0	17	0	17